

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Dept. for Children and Family Services		9. Position Number	10. Budget Program Number 23243
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Assistant	
3. Division Wichita Region DCF		12. Proposed Class Title	
4. Section Family Services		13. Allocation	
5. Unit Child Support Services		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City: Wichita County Sedgwick		15. By Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp 100%		16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM		17. Position Reviews Date: By:	
PART II - Organizational Information		Area for use by Personnel Office	

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)
This position provides secretarial support to a staff Attorney in the division of Child Support Services. The position performs numerous scheduling functions, prepares and files petition and orders, coordinates and/or performs routine interviews and investigations, and assists the CSS Attorney in the management of a diverse legal caseload.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Larry Vernon Title: Attorney IV Position Number: K0045385

Who evaluates the work of an incumbent in this position.

Name: Larry Vernon Title: Attorney IV Position Number: K0045385

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made. The Senior Administrative Assistant provides administrative support to an Attorney in the Child Support Services Program, working from general instructions in most instances. Routine correspondence and legal documents are prepared according to standing instructions and following general guidelines as to form. Monitoring of work in process and maintenance of tickler/alert file (perpetual calendar) are carried out without active involvement by the CSS Attorney. Position has some latitude in structuring workflow and systems to accomplish job duties. Legal documents are checked for accuracy and proper form before filing; most tasks are performed independently or with minimal supervision and requires the exercise of initiative, independent judgment, and discretion, although the CSS Attorney is available for guidance.

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury of incapacitation.

() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position.

LEGAL AND OTHER DOCUMENTS REQUIRING SIGNATORY AUTHORITY ARE REVIEWED FOR EXPECTED ACCURACY AND FACTUAL ADEQUACY BY THE ASSIGNED CSS ATTORNEY; ALL OTHER WORK IS REVIEWED FOR COMPLETION AS DIRECTED BY THE ASSIGNED CSS ATTORNEY THROUGH RESULTS ACHIEVED.

No.	%	E or M	1.Takes task direction from, and gathers all necessary information for and produces a large volume of legal documents such as petitions motions, journal entries, garnishments, income withholding orders, service of process, etc, as well as preparation of letters, briefs and memorandums for, the assigned Attorney. Reviews and proofs all documents drafted for the assigned Attorney to ensure that they are appropriate, neat, accurate, error-free documents, completed within an assigned time frame by understanding and applying full knowledge of applicable child support legal procedures, legal format and Court processes and of correct spelling, grammar, punctuation and usage of Word Processing software and the KAECSSES computer system. Concentration and a focused, resourceful use of this basic knowledge is required because all legal activities must be timely and accurately completed as appropriate by Kansas Law and required by State and Federal procedures for the specific action. For each legal action on each legal case duties would also include all necessary document filing and copying as well as providing notice, and disseminating accurate and complete legal documents and correspondence, to all necessary parties and customers according to legal requirements and/or specific direction of assigned Attorney.
	40%	E	
	20%	E	2.Handles and/or processes phone calls, correspondence and legal documents and other incoming written materials for the assigned Attorney in order to ensure that the assigned Attorney is properly informed of all pertinent facts regarding the CSS cases and that all information and documentation is kept in the paper legal file and on the KAECSSES system as needed. Research of legal actions, or other case facts and activity may be necessary.
	20%	E	3. As directed for the Attorney/Legal Secretary team's assigned legal caseload, maintains all legal paperwork and computer information in a well organized, appropriate manner within documentation, filing, and mandatory CSS Legal team's caseload monitoring/daily diary/tickler/calendaring systems. Ensures that action on referred cases are initiated and, any and all subsequent legal actions taken, in a timely manner, and that legal filings are completed by due date following established CSS legal policy and guidelines. Additionally, maintains the assigned Attorney calendar to ensure that all hearing dates are scheduled with the Court, documented and known to assigned Attorney with notice to appropriate parties or others as required by the Court for the legal action.
	10%	E	4. As directed, communicates with custodial and non-custodial parents and/or court or agency personnel (in state or out of state) for the purpose of obtaining or verifying information. Answers caseload but nonlegal questions regarding case activities, status, and progress from employer/payors, custodial parents, non-custodial parents, Court personnel and Kansas or foreign jurisdiction CSS staff
			Arranges appointments for custodial parent, non-custodial parent and child for genetic testing with appropriate testing entity to obtain paternity results which includes at a minimum setting appointments for the draw and notifying all parties, and the Court if necessary, in writing of the scheduled place, date and time. Performs notary public functions. Travels to the courthouse when needed to take and retrieve court records, filed documents, and other court running duties.
	10%	E	5.As directed by the assigned Attorney, receives and screens, by reviewing KAECSSES along w/all documentation included with the referral packet, referrals to the legal team to determine accuracy and appropriateness for acceptance or rejection, These will be received from Program staff throughout the state and incoming UIFSA from the Intergovernmental Unit. Upon acceptance, set up and document legal file so that the Attorney/Legal Secretary team can begin the appropriate legal activity within established time frames. Preparing and maintaining information for monthly reports.
			Works daily with and with daily direction from the assigned Attorney. Attorney provides feedback and input to supervising Attorney IV and Program Administrator for purposes of performance reviews and performance/personnel issues. Attorney IV provides overall supervision of SAA with significant input from assigned Attorney.

*The description of how to work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to timely or accurately prepare documents will delay successful resolution of the case and cost the state and/or the participant money. Severe failure could materially increase the possibility of the program being found out of compliance on a federal audit. Errors in tracking case activities and/or failure to adequately maintain scheduling system will cause deadlines and hearings to be missed, damaging the credibility of the attorney and the agency and damaging the interests of our participants and the program.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position Number

Not Applicable

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with, intra and intergovernmental court and sheriff's office or police department personnel, private attorneys, genetic testing staff, CSS and other agency staff, employers and insurance companies as well as, frequent contact with custodial and non-custodial parents customers. Occasional contact with the members of the general public. This legal secretary will take direction, daily or more frequently as appropriate, from the assigned CSS Attorney with whom the assigned caseload is shared; that assigned CSS Attorney will daily or more frequently as appropriate assign work, give directions, answer questions and is be directly in charge of performance. Communication techniques and well developed communications skills are important requirements for this position.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Verbal abuse and threatening behavior from persons adversely affected by the agencies actions to establish or enforce a support obligation. The assigned CSS Attorney may vary and performance methodology may need to be adjusted based upon the direction of the supervising Attorney IV and Program Administrator.

This employee may be involved in interactions with families under stress and may have contact with angry, hostile program participants (absent parents applicant recipients) on occasion. The work environment involves normal everyday hazards or discomforts typical of offices, meeting, and training rooms.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily telephone usage
Daily calculator usage
Daily use of file cabinets
Daily computer usage
Daily printer usage
Daily fax machine usage

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

One year of experience in general office, clerical and administrative support work. Education may be substituted as determined relevant by the agency.

28. SPECIAL REQUIREMENTS:

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).
- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.
- C. List preferred education or experience that may be used to screen applicants

Very well organized, and detail oriented professional, ability to develop good work relationships, reliable and able to work well independently with minimal instruction.

Education and /or considerable experience in word processing, personal computing and general organizational and administrative skills.

Work experience in the following:

1. Use of word processing software (MS Word and Office Suite)
2. Maintaining appointment logs
3. Composing correspondence
4. Proof reading and editing
5. Typing legal documents

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The work requires light physical exertion. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motions for brief periods. Daily use of a computer may be related to some physical discomfort and eye strain. This position communicates verbally in order to work with external and internal customers, and uses a PC in order to gather and enter data, and may travel to the local court to obtain records.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employees are instructed to use standard safety devices available and provided for machinery and equipment, e.g., wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain confidentiality and perform within required standards for protection of professional law license of CSS Attorney. Environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact; Non-disclosure of certain case and co-worker information; Use of computer passwords and security.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date